



Evergreen Indiana Cataloging Roundtable:
MARC--an Intensive Look at
the Fixed Fields

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MARC—an Overview

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MARC—Fixed Fields

- I. The 008 field is referred to as Fixed-Length Data Elements, or Fixed Field Codes.
- II. Its 40 characters contain important information, but in an abbreviated form.

MARC—Fixed Fields

- In the Evergreen software, the fixed field information is used with the search filters in the main Search Input Screen.
- In fact, Evergreen is one of the few systems which actually utilizes the fixed fields in this manner.

MARC—Fixed Fields

Unlike some integrated library systems (ILS), Evergreen has both a fixed field grid and an 008 field.

In other systems, catalogers have to add the information for the required elements to the 008 tag in their proper locations within the tag since there is no fixed field grid.

In Evergreen, when information is changed in the fixed field grid, those changes are also reflected in the 008 field.



MARC—Fixed Fields

If you use a bibliographic record in Evergreen which does **not** have an 008 field, any changes made to the fixed field grid will not be saved to the record. Often other changes made to the bib record might not be saved as well.

MARC—Fixed Fields

Since there is currently no way to add an 008 field to an existing record in Evergreen, you will have to **overlay** the bibliographic record.

When you overlay the record in Evergreen using Z39.50, there will be an 008 field in the new record, which can then be edited as needed and changes can be now saved both to the fixed field grid and the 008 tag.



MARC—Fixed Fields

- The fixed field elements included in a record depend on the type of material being cataloged. Not all the fixed fields which are used in a book record are found in a record for a video recording or musical CD.
- Although the fixed fields for each format are somewhat different, the fixed fields are *fixed* at a maximum of 40 characters in length for all.

MARC—Fixed Fields

- Information on the data which is included in the fixed fields of each bibliographic format can be found at the following URL:
- <http://www.oclc.org/bibformats/en/fixedfield/default.shtm>

MARC—Fixed Fields

- Fixed fields for books:

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Srce	d	Audn	c	Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	nyu
		Cont		GPub		LitF	1	Indx	0		
Desc	a	Ills		Fest	0	DtSt	s	Date1	2010	Date2	

MARC—Fixed Fields

The first element of the fixed fields is TYPE.

This element reflects the type of material being cataloged. In books, this will always be “a” for printed materials.

In using the cataloging templates in EI, this element is already filled in for you, so rather than change the TYPE in the record, choose a different work form.



MARC—Fixed Fields

The second element in the fixed field is Elvl (Encoding Level). The contents of this field depend on the level of cataloging reflected in the bib record.

The Marc Bibliographic Formats and Standards has the definition of each Encoding Level.



MARC—Fixed Fields

In Evergreen Indiana, the cataloging templates are set up to reflect K-level cataloging, with the exception of the I-Level Books template.

MARC—Fixed Fields

The third element of the fixed fields is Srce (Source). The contents of this field reflect the type of library which is cataloging and entering the MARC record into the system. In Evergreen Indiana, you will be inputting a “d” into the source element if you are creating an original record.



MARC—Fixed Fields

- The fourth element is Audn (Audience). This element is extremely important for search filters. You should always fill in the audience field when you are editing the record. For more information on how to use this element in EI, please see the Procedures Guide, p. 2-13-p. 2.14 or p. 3-10-p. 3-11.

MARC—Fixed Fields

The fifth element is Ctrl (Control). This element is used primarily for archival purposes. It will more than likely be left blank for the materials we catalog in the public library environment. You might see this element filled in now that the Indiana State Library records have been migrated into EI.



MARC—Fixed Fields

The sixth element is Lang (Language). This element should reflect the predominant language of the material being cataloged.

If the item is multilingual or a translation, enter the first code in *Lang*. Additional language codes (as well as the first code) for the item are entered in [field 041](#) (Language Code).

MARC—Fixed Fields

Since this code is also reflected in the search filters, it needs to be properly filled out. You can find a listing of all the language codes at the following URL:

<http://calculate.alptown.com/>

MARC—Fixed Fields

The seventh element is BLvl (Bib Level). For the most part, this element will be “m” for monograph, but you might also see an “s” for serial.

MARC—Fixed Fields

The eighth element is Form. For the most part, this element will be a blank. However, if you have a large print book, the element will be “d”. Braille materials would have an “f” in this element.

MARC—Fixed Fields

The ninth element is Conf (Conference). This field will either be “0” for no conference or “1” for a conference. In order to be encoded “1”, the book has to be the proceedings of a conference or meeting or an official document of the conference or meeting.

MARC—Fixed Fields

The tenth element is Biog (Biography). This element will be blank unless you are cataloging materials which contain some type of biographical information. The Bibliographic Formats and Standards gives detailed information as to what constitutes a work containing biographical information.



MARC—Fixed Fields

The eleventh element is MRec (Modified Record). This is a little used element, which for the most part will remain blank. The guidelines for its use can be found in the Bibliographic Formats and Standards.

MARC—Fixed Fields

The twelfth element is Ctry (Country). This element reflects where the material is published and should be the code for the place of publication found in the subfield a of the 260 field. The codes for this element can be found at the following URL: <http://calculate.alptown.com/>



MARC—Fixed Fields

The thirteenth element is Cont (Contents). This element has spaces for four separate codes. They should be encoded in alphabetical order. The cataloger should select the four most significant codes if there are more than four.

MARC—Fixed Fields

The fourteenth element is GPub (Government Publications). This code establishes the jurisdictional level of the issuing body. If the material is not published by a governmental agency, the code should be blank.

MARC—Fixed Fields

The fifteenth element is LitF (Literary Form). Originally this element had only a “0” for non-fiction and a “1” for fiction. However, the element was later redefined to include several other codes. Most of the time, you will see either the “0” or the “1”, but the other codes may be used by the cataloger to be more specific.



MARC—Fixed Fields

The sixteenth element is Indx (Index). This code is either “0” for no index or “1” indicating the item does have an index. There should also be a note in the body of the record indicating whether the material has an index.

MARC—Fixed Fields

The seventeenth element is Desc (Descriptive Cataloging Form). This is the code for the cataloging rules being used to catalog the material. Currently the code should always be “a” for AACR2 when inputting original records. What the code will be for RDA has yet to be determined.

MARC—Fixed Fields

The eighteenth element is Ills (Illustrations). This element can have up to four codes, input in alphabetical order. The codes should reflect the information in the subfield b of the 300 field. However, the codes in the Ills element in the fixed field will not be in the same order as the listing in the subfield b of the 300.



MARC—Fixed Fields

The nineteenth element is Fest (Festschrift). This is a little used code which will primarily be encoded “0” for not a Festschrift. A “1” would indicate the work is a Festschrift. A Festschrift is a book or other material published in honor of an individual, usually upon one’s retirement, a significant birthday or anniversary of employment, etc. It usually includes works by that individual’s colleagues or contemporaries.



MARC—Fixed Fields

The twentieth element is DtSt (Date/Publication Status). The most common code is “s” for a single date. When you need to include more than one date, the code would depend on the relationship between the two dates. For currently published serials, the code should always be “c”. For more info, see the Bibliographic Formats and Standards.



MARC—Fixed Fields

The last two elements are date fields. There should always be a date in the first of the two fields. If the cataloger has supplied a second date in the body of the record, usually in the subfield c of the 260 field, that date should be entered in the second of the two date elements in the fixed field.

MARC—Fixed Fields

Many of the elements we have already discussed for books, will also be applied to the other types of formats. However, each of the other format have their own set of elements in the fixed fields as well.

MARC—Fixed Fields

- Fixed field for DVDs or Videos:

Fixed Fields -- Record type: VIS

Type	g	ELvl	I	Srce	d	Audn	j	Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	cau
				GPub							
Desc	a					DtSt	s	Date1	2010	Date2	
TMat	v	Time	098	Tech	a						

MARC—Fixed Fields

Once again, the first element of the fixed fields is TYPE. This element will always be “g” for DVDs and Videos. When using the EI templates, K-DVD and K-VHS, this element will always be filled in.

The coding of the Type element determines the icon displayed for the record in the OPAC.

MARC—Fixed Fields

On the bottom line of the fixed fields for DVDs or VHS, the element TMAT (Type of Material) will always be “v” for videorecordings.

MARC—Fixed Fields

The next element is Time. This element reflects the running time of the DVD or VHS. It includes only the running time for the film. Do NOT include the special features which are listed on the containers for the DVD or VHS versions. The same time should be reflected in the subfield “a” of the 300 field.



MARC—Fixed Fields

The last element is Tech (Technique). This refers to the technique used to create the motion picture. The two most commonly used codes are “l” for live action and “a” for animation.

MARC—Fixed Fields

Fixed field for audiobooks:

MARC Record

Fixed Fields -- Record type: REC

Type	i	ELvl	I	Srce	d	Audn	c	Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	nyu
Desc	a					DtSt	s	Date1	2009	Date2	
TrAr	n	Part	n	LTxt	f	FMus	n	AccM		Comp	nn

MARC—Fixed Fields

Fixed field for musical CDs:

MARC Record

Fixed Fields -- Record type: REC

Type	j	ELvl	K	Srce	d	Audn	g	Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	tnu
Desc	a					DtSt	s	Date1	2010	Date2	
TrAr	n	Part	n	Ltxt		FMus	n	AccM		Comp	gm

MARC—Fixed Fields

The code for Type for audiobooks should be “i”. The icon in the OPAC for audiobooks is based on the “i”. If you should use “j”, the icon in the OPAC will reflect a musical CD. The EI cataloging template for K-Audiobook has the “i” already encoded for you.

MARC—Fixed Fields

The fixed fields for both the audiobooks and musical CDs are the same. Other than the Type field, only the last two fields are used differently between the two types of materials.

MARC—Fixed Fields

These three elements are the same for both audiobooks and music cds:

- TrAr (Transposition and Arrangement)
- Part
- FMus (Format of Music)

The are simply coded “n” to indicate the material is not a score. These elements are a holdover from the scores format, which we will not be covering today.



MARC—Fixed Fields

AccM (Accompanying Matter) is encoded for the specific item you are cataloging. This element refers to the contents of program notes and other accompanying material which comes with the audiobook or the musical CD. Up to six codes may be recorded in alphabetical order. If more than six are included with the item, only the six most important ones are recorded.

MARC—Fixed Fields

LTxt (Literary Text for Sound Recordings) is coded to reflect the content of an audiobook. The codes are somewhat similar, but not identical, to the codes in the book format under LitF.

For musical CDs, the LTxt element is blank since the work is musical sound recording.

MARC—Fixed Fields

The Comp (Form of Composition) is coded to reflect the content of a musical CD. Just as the LTxt element is not applicable to musical CDs, this element is not applicable to audiobooks since it reflects the type of music found on the musical CD.

For audiobooks, the Comp element should always be encoded nn, for not applicable.

MARC—Fixed Fields

The Comp element is very important for musical CDs as it reflects the type of music found in the material. Assign codes when they apply to the item as a whole. If more than one code is appropriate, use the code *mu* (Multiple forms), with appropriate specific codes given optionally in [field 047](#) (Form of Musical Composition Code). This code will more than likely be reflected in the subject headings assigned to the Musical CD.

MARC—Fixed Fields

Fixed field for Playaways:

MARC Record

Fixed Fields -- Record type: REC

Type	i	ELvl	I	Srce	d	Audn	e	Ctrl		Lang	eng
BLvl	m	Form	s					MRec		Ctry	ohu
Desc	a					DtSt	r	Date1	2010	Date2	2009
TrAr	n	Part	n	Ltxt	f	FMus	n	AccM		Comp	nn

MARC—Fixed Fields

The only element in the fixed field for Playaways that is different from books on cassette or books on CD is that of Form. Since Playaways are electronic resources cataloged on a sound recording format, the Form element must be encoded to “s” for electronic. Playaways should NOT be cataloged on a computer files format.

MARC—Fixed Fields

For more information on the fixed fields, please consult the Bibliographic Format and Standards at this URL:

<http://www.oclc.org/bibformats/en/fixedfields/default.shtm>

MARC—Fixed Fields

For more information on the codes which can be used in the Language and Country elements in the fixed fields, please consult the Cataloging Calculator at this URL:

<http://calculate.alptown.com/>

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